



CITY OF ATLANTA

Job Announcement

HUMAN RESOURCES GENERALIST

STARTING SALARY: \$46,114*

Salary Grade: 24

Applications Accepted From: February 14, 2005 until February 25, 2005

***** Applications may be used to fill temporary and permanent positions *****

Minimum Job Requirements**

The competencies for this classification may be gained through a Bachelor's degree from an accredited institution with a major in HR Management, Public Administration, or a related field, and three years of professional human resources experience in at least two of the following functional areas: recruitment, selection (applicant assessment), testing, HRIS, classification and compensation, benefits, policy and planning, safety, diversity management, training, and employee relations. Any combination of education and experience that provides the requisite competencies for this job will be considered.

Distinguishing Features Of The Classification:

The fundamental features of this classification are to perform advanced professional tasks in recruitment, selection (applicant assessment), testing, classification and compensation, policy and planning, training, employee relations, and other related HR functions. Work involves the application of professional knowledge and personal judgment to a variety of administrative and technical HR issues. An employee in this classification works independently, with general supervision given on special assignments. Work is occasionally reviewed for results achieved. Major initiatives and problems that require advanced decisions and determination are subject to review and approval by a human resources administrator or director. Some positions may involve oversight or supervision of clerical or paraprofessional employees.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

*Salary may be negotiable

**Verification required prior to appointment